

## REQUEST TO USE COUNTY ADMINISTRATION CENTER CONFERENCE ROOMS

Clerk of the Board Of Supervisors - Public Services  
1600 Pacific Highway, Room 402, San Diego, CA 92101  
Phone: (619) 531-5600 Fax (619) 685-2259

COUNTY DEPARTMENT:	GOVERNMENTAL AGENCY:		
TITLE OF MEETING:			
CONTACT PERSON:	PHONE: (    )    -	FAX: (    )    -	
EMAIL ADDRESS:	MEETING DATE REQUESTED:		
NUMBER OF ATTENDEES:	MEETING TIME REQUESTED:	AM TO	PM

### ROOMS REQUESTED

- |                          |         |   |
|--------------------------|---------|---|
| <input type="checkbox"/> | 052     | Computer Training Room. Seats 12, with individual PC  |
| <input type="checkbox"/> | 301     | Theater-style seating for 20 people; dais accommodates 5  |
| <input type="checkbox"/> | 302/303 | Moveable tables and chairs. U-shaped dais accommodates 18; moveable chairs seat 60 people                       |
| <input type="checkbox"/> | 310**   | Board Chambers; theater-style seating for 100 people; upper dais accommodates 8; lower dais accommodates 9      |
| <input type="checkbox"/> | 402A    | Clerk of the Board Conference Room; Seating for 25 people with movable tables and chairs                        |
| <input type="checkbox"/> | 358     | South Board Chambers; theater-style seating for 70 people; dais accommodates 8                                  |
| <input type="checkbox"/> | 410**   | Balcony, seating for 40 people; no dais. Overlooks Room 310 through glass wall                                  |
| <input type="checkbox"/> | Tower 6 | 6 <sup>th</sup> Floor Conference Room. Corral style set-up with 9 moveable tables and chairs for 70 people      |
| <input type="checkbox"/> | Tower 7 | 7 <sup>th</sup> Floor Conference Room. Corral style set-up with 9 moveable tables and chairs for 70 people      |
| <input type="checkbox"/> | Tower 8 | 8 <sup>th</sup> Floor Executive Conference Room. Conference table seating for 20 people plus 22 moveable chairs |

\*\*Rooms 310 and 410 may be used together to accommodate 140 people.

### AGREEMENT FOR USE OF CONFERENCE FACILITIES

User acknowledges that the Board of Supervisors' meetings and activities have priority use of facilities. Reservations are subject to change or cancellation pursuant to the needs of the Board of Supervisors.

User agrees to be responsible for supplying any equipment that is needed. If multimedia assistance is required in the Board Chambers Room 310, call the county Television Network at (619) 595-4680 at least three days prior to meeting. User agrees that immediately after the meeting all tables and chairs are to be returned to their original state, lights are to be turned off, and the room locked. The key is to be returned to Room 402 during regular working hours, and to the Security Office on the south end of the first floor at all other times.

Use of meeting rooms within the County Administration Center (CAC) is limited to normal building operation hours. After hours or weekend use of meeting rooms within the CAC is not permitted.

Applicant Signature:		Today's Date:
----------------------	--	---------------